

**SUMMARY OF THE
ACCREDITATION PROCESS COMMITTEE MEETING
JUNE 29, 1998**

The Accreditation Process Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Monday, June 29, 1998, at 1 p.m. Central Daylight Time (CDT) as part of the Fourth Annual NELAC Meeting in San Antonio, Texas. The meeting was led by its chair, Ms. Marge Prevost of the New York State Department of Health. A list of action items is given in Attachment A. A list of committee participants is given in Attachment B.

INTRODUCTION

Ms. Prevost called the meeting to order by introducing the committee members and RTI facilitator. She referenced the agenda and explained that each of the sections with proposed changes would first be discussed and then the floor would be opened for discussion of other items.

LABORATORY PERSONNEL QUALIFICATIONS (SECTION 4.1.1)

Following some discussion, the word “compliant” was stricken and the word “regulations” was changed to read “NELAC standards.” After considerable discussion, the phrase “or any other NELAC accredited laboratory” was inserted after “...qualify as technical director(s) of that laboratory” in order to grandfather qualified personnel who meet the requirements for technical director on the basis of experience only.

DEFINITION OF TECHNICAL DIRECTOR (SECTION 4.1.1.1)

The committee decided to add one sentence to this section’s introduction. This sentence reads, “A laboratory may appoint one or more technical directors for the appropriate fields of testing for which they are seeking accreditation.”

- 4.1.1.1.b - The phrase “physical sciences” was added to fields of study required to qualify as technical director of an inorganic chemical analysis laboratory.
- 4.1.1.1.c - The word “chemistry” was added to fields of study required to qualify as technical director of a microbiological or biological analysis laboratory.
- 4.1.1.1.d - The phrase “college semester credit” was added to qualifications required to be technical director of a radiological analysis laboratory. The phrase “one of these in a supervisory capacity” was deleted from discussion of work experience.

ON-SITE ASSESSMENTS (SECTION 4.1.2)

After lengthy discussion of what constitutes a mobile laboratory, the committee decided to withdraw one sentence of its proposed language change to Section 4.1.2.a. The deleted sentence reads, “This includes mobile laboratories which are on the same site for a period exceeding 90

continuous days per year.” Elsewhere in the proposed language change, the phrase “3 months” was replaced with “90 continuous days.” Upon the suggestion of Department of Defense personnel, the phrase “except as noted in Section 3.4.6, National Security Considerations” was added to the last sentence of Section 4.1.2.

CORRECTIVE ACTION REPORTS IN RESPONSE TO ON-SITE ASSESSMENT (4.1.3)

Upon the suggestion of Department of Defense personnel, the phrase “and classified national security information will be excluded from all public records” was added to discussion in 4.1.3.g of which parts of the corrective action report will be made public.

PROFICIENCY TESTING SAMPLES (4.1.4)

The phrase “within that matrix for which” was inserted into the last sentence of Section 4.1.4.c to clarify the accreditations affected by failing proficiency testing (PT) samples.

ACCOUNTABILITY FOR ANALYTICAL STANDARDS (4.1.5)

An attendee suggested changes to Section 4.1.5.a which were approved by the committee. This section now reads, “In accordance with Chapter 5, each laboratory seeking NELAC accreditation shall have a named quality assurance officer or a person designated as accountable for data quality.”

CHANGE OF OWNERSHIP AND/OR LOCATION OF LABORATORY (4.1.8)

The word “primary” was stricken from the second sentence of this section’s introduction. The retention time for records and analyses pertaining to accreditation was changed from 5 years to 10 years in Section 4.1.8.e.3.

“CERTIFICATION OF COMPLIANCE” STATEMENT (4.1.9)

The phrase “or compliance with the NELAC standards” was substituted for “or regulatory enforcement” in the “Certification of Compliance” Statement.

SUSPENSION (4.4.2)

The committee withdrew proposed language additions pertaining to suspension of accreditation based on technical director absence and weather-related natural disasters. The committee tabled the issue of technical director absence for future consideration.

REVOCATION (4.4.3)

The committee agreed to add the word “consecutively” to proposed language in Section 4.4.3.b.2 concerning three failed PT samples. The committee agreed to reinstate the word “material” which had been stricken from Section 4.4.3.c.4.

REVOCATION OF INTERIM ACCREDITATION (4.5.2)

This sentence was corrected to reference Section 4.4.3.

AWARDING OF ACCREDITATION (4.6)

The phrase “or federal department/agency” was added to the fifth sentence of this section.

ENFORCEMENT (4.7)

“NELAP” was changed to “NELAC.”

CONCLUSION

Ms. Prevost concluded the meeting by indicating that the committee would consider both written recommendations and those presented in the meeting.

**ACTION ITEMS
ACCREDITATION PROCESS COMMITTEE MEETING
JUNE 29, 1998**

Item No.	Action Item	Date to be Completed
1.	Seek input from all stakeholders on standard	01/01/99
2.	Harmonize Section Four with other standards	01/01/99

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ACCREDITATION PROCESS COMMITTEE MEETING
JUNE 29, 1998**

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